



*COUNTY OF YORK JOB DESCRIPTION*  
**LIBRARY CLERK  
ADULT PROGRAMMING COORDINATOR  
LIBRARIES**

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Responsible for developing adult programs for the library system and establishing partnerships with other organizations to support those programs. Coordinates programming publicity with Staff Assistant and the County's Public Information Office. Work is done under the general supervision of the Director of Library Services. Assignments often involve evening and weekend activities.

**ESSENTIAL JOB FUNCTIONS**

Creates, plans and coordinates events and programs for individual libraries and/or system wide programming; directly responsible for oversight of system wide programs; assists the Director and senior library staff in the planning and implementation of special events, educational programs, and public relations programs, which may include exhibitions, concerts, scholarly debates, and public speakers.

Works with national, state and local organizations to develop programs, set-up exhibits, and coordinate related publicity; makes contacts to secure authors, musicians, scholars, and others for programs and events.

Works to develop partnerships in the sponsorship and coordination of events and programs; networks with various organizations in public and private industry to support library programs.

Assists in writing grants to secure funds for special events and programs; ensures that programs meet all grant requirements.

Monitors program expenditures to ensure programs are within budget; negotiates payments/rates for scholars, speakers, and musicians; determines appropriate gifts, and writes thank-you notes.

Recruits volunteers and interns to assist with special projects.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as assigned.

**ENTRY KNOWLEDGES, SKILLS, AND ABILITIES**

General knowledge of coordinating events and programs for adults.

Good written and verbal communication skills.

Ability to establish and maintain effective working relationships with a wide variety of people,

including library staff, volunteers, Friends groups, and library patrons.

Ability to plan and prepare effective public programming initiatives, including publications and reports.

Ability to use word processing and other desktop publishing software.

Ability to prioritize work and handle multiple tasks/assignments at once.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, some library experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, calculators, etc. Must be able to lift up to 25 pounds occasionally and to push library carts frequently. There is frequent stooping and bending involved.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of forms, correspondence, literature, etc. Requires the ability to prepare a variety of forms, charts, logs, schedules, etc., using prescribed formats. Requires the ability to speak with people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_